[**Letter A:** RCN template letter for RCN member to send to independent employer regarding full-pay for COVID-19 absences; sickness/symptoms, ‘household’ isolation, positive test; shielding]

 [Instruction to RCN member: Delete and/or replace all [bracketed] content with your relevant information before sending to your employer]

[Insert Your name]

[Insert your address and email for response]

[Insert Date]

[Insert Managers name]

[Insert Managers/employers contact details; address or email this letter to be sent to]

Dear [Insert Managers name]

**Full-pay for COVID-19 related absence**

I have been off work with a COVID-19 absence. At present I have only been paid Statutory Sick Pay SSP [or identify the proportion of pay you have received if more than SSP]. This is unfair and a situation that is placing considerable additional stress on me.

I believe various sources of government funding have been made available to independent health and care organisations to support the additional costs related to COVID-19. Paying me full-pay at this time would support the actions required to protect my health, safety and wellbeing as well as the people in my care and other staff from possible infection.

I am seeking the support of the Royal College of Nursing in this situation and would be grateful of your response within 3 days providing me with an explanation of [insert employers name here] reasons for the decision to not pay full-pay for my COVID-19 related absence.

I look forward to your response.

Yours sincerely

[insert your name and signature]